

Agency: San Francisco County
Agreement Number: 200438

Fiscal Year 2004-05

BLACK INFANT HEALTH-FETAL INFANT MORTALITY REVIEW (BIH-FIMR)

SCOPE OF WORK

The Agency must work toward achieving the following goals and objectives by performing the specified activities, and evaluating the results, and focusing on process and/or outcome.

Goal 1: Reduce Fetal and Infant Mortality

Timelines: All of the implementation activities identified in this Scope of Work are to be conducted within the term of this allocation's Fiscal Year.

Objective 1

Conduct a community-based BIH-FIMR Program based on MCAH Branch guidelines to:

- **Examine contributing factors to fetal, neonatal, and post -neonatal deaths;**
- **Complete the collection on up to 10 cases (Case number must be appropriately proportional to the total number of fetal/infant deaths in the jurisdiction and is subject to MCAH approval.)**
- **Implement 1 intervention involving policy, systems, and community norm changes that will lead to the prevention of similar occurrences. (The number of interventions implemented is subject to MCAH Branch approval.)**

Implementation Activities

- 1.1 Obtain a letter from the local Health Officer authorizing authority to implement California Health and Safety Code Section 100325-100335 which authorizes interviews and review of medical records in fetal and infant deaths.

Evaluation Process or Outcomes-

- 1.1.1 Submit a copy of the local Health Officer's authority letter with Annual Progress Report.

- 1.2 Participate in training in Perinatal Periods of Risk (PPOR) and use this methodology to select BIH-FIMR cases for review.

Evaluation Process or Outcomes-

- 1.1.2 Submit PPOR data for the jurisdiction in the annual report.

1.3 Develop local FIMR Policies and Procedures.

Evaluation Process or Outcomes-

1.3.1 Submit a master copy of the Local BIH-FIMR Policies and Procedures of the case review and community action team in 2004-2005, with the Annual Progress Report. In subsequent years send copies of any changes to the Local BIH-FIMR Policies and Procedures with the Annual Progress Report.

1.4 Establish, facilitate, and maintain a PPOR Community Stakeholders Group, to help to implement the PPOR analysis; a Case Review Team to review selected cases and identify factors contributing to fetal and infant deaths; and a Community Action Team to recommend and implement changes designed to prevent further occurrences.

Evaluation Process or Outcomes-

1.4.1 Complete the Community Membership Forms (formerly Form 8) for:

- The Community Stakeholders Group
- The Case Review Team
- The Community Action Team.

1.5 Complete the data collection which including parental interview when possible; and appropriate case abstraction forms, developed by the National FIMR Program, for the type of case (fetal, neonatal or post neonatal death) in order to present the case to the Case Review Team. (Refer to attached exhibit “Selecting FIMR Forms.”) Prepare a summary of each case reviewed.

Evaluation Process or Outcomes-

1.5.1 Complete the following forms for each case reviewed:

- Fetal-Infant Mortality Issues Checklist
- Case Review Summary Form (formerly Form 9)

1.5.2 Summarize cases on the “FIMR Case Tracking Log”

NOTE: All of the forms regarding cases reviewed including the FIMR Issues Checklist, the Case Review Summary Form and the FIMR Case Tracking Log are considered confidential case data. They are to be submitted in a separate sealed envelope, labeled for the State FIMR Consultant, with the Annual Progress Report.

Objective 2

Develop periodic local summary report of findings and recommendations that address the identified contributing factors leading to BHI fetal and infant deaths.

Implementation Activities:

- 2.1.1 As a result of the findings of the Case Review Team, and recommendations of the Community Action Team, disseminate local periodic summary findings and recommendations to local policymakers, and the community at large, BIH, SIDS, and other local MCAH programs through published reports, press releases, and presentations to increase public awareness of recurring factors causing BIH fetal-infant deaths.

Evaluation Process or Outcomes-

- 2.1.1 In the Annual Progress Report describe key activities and accomplishments. Submit any developed summary report with the Annual Progress Report. Keep documentation of disseminated findings on file
- 2.2 Based on case findings, with community input, develop and implement objectives, interventions, timelines and evaluation components for identified recommendations that address systems, community norms and public policy changes.

Evaluation Process or Outcomes-

- 2.2.1 In the Annual Progress Report describe how community input was obtained and incorporated into the BIH-FIMR recommendations. Describe key activities and accomplishments including the identified objectives, implemented interventions, and the evaluation of identified recommendations.